

IDEA PART B- (CEIS)

Program Information – IDEA Part B- (CEIS)

Coordinated Early Intervening Services (CEIS)

School districts may use up to 15% of the total of their current year federal IDEA Part B allocations (Base and Enrollment/Poverty) to develop coordinated early intervening services for students in kindergarten through grade 12 (with emphasis on students in kindergarten through grade three). **IDEA 04** states that:

A local education agency (LEA) may use not more than 15 percent of the amount it receives under IDEA Part B for any fiscal year in combination with other amounts (which may include amounts other than education funds), to develop and implement coordinated, early intervening services, which may include interagency financing structures, for students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade three) who have not been identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment. IDEA 2004 (34 CFR Part 300) 300.226

ALL OF THE AVAILABLE SCHOOL DISTRICT COORDINATED IDEA EARLY INTERVENING FUNDS (IDEA-CEIS) ARE ALLOCATED FOR THIS PURPOSE WITHIN THE GMS.

REALLOCATION (ALL OR A PORTION OF AVAILABLE CEIS FUNDS) BY THE SCHOOL DISTRICT TO IDEA E/P IS NECESSARY IF THE DISTRICT DOES NOT INTEND TO USE FUNDS FOR CEIS.

ONCE FUNDS HAVE BEEN REALLOCATED TO IDEA SECTION 611 E/P, FUNDS MAY NOT BE TRANSFERRED BACK TO CEIS.

School districts who have been determined by NDE to have disproportionate representation of minorities or ethnic groups within special education **MUST** use the maximum amount (15%) of CEIS funds to address this issue. (34 CFR 300.646)

Activities Allowed When Implementing IDEA Part B- (CEIS) by School Districts include:

- *Professional development (which may be provided by entities other than LEAs) for teachers and other school staff to enable them to deliver scientifically based academic instruction and behavioral interventions, including scientifically based literacy instruction and, when appropriate, instruction on the use of adaptive and instructional software;*
- *Providing educational and behavioral evaluations, services and supports, including scientifically based literacy instruction. (IDEA 04)*

Funds for CEIS may be applied separately or pooled with amounts generated through the NDE Office of Special Education Flexible Funding Option or with other education or non-education funds.

School districts who elect to develop a project(s) for CEIS must address the following items within the application:

1. Identify the group of students (without disabilities) to be served who are experiencing difficulty in the general curriculum.
2. Describe how the group of students was identified.
3. Estimate the number of students to be served.
4. Describe the scientifically based academic and behavioral interventions that will be used and how these interventions are different from what is currently being provided.
5. List the name, position, and role of staff who will be responsible for implementation of the interventions.
6. Describe the professional development activities that will be provided to enable personnel to deliver scientifically based academic and behavioral interventions.
7. Describe the measurements that will be used to document changes in student performance that are anticipated.
8. List the source(s) and amount(s) of other funds, if any, that will be made available to carry out these coordinated early intervening services.
9. Describe the process that will be used to report the number of children receiving CEIS and the number of children from this group who subsequently receive special education and related services under IDEA Part B during the preceding two year period (federal requirement).

Staff – IDEA Part B- (CEIS)

Certificated/Licensed Staff Tabs – These pages are designed to identify, by name, all district-owned certificated/licensed staff funded under this program that are on salary. Do not include contracted staff (these belong under Object Code 300). **Information of Non-Certificated Staff, such as paraprofessionals, is entered on a separate page.**

Enter the name of each staff member on salary who will be paid with IDEA Part B- (CEIS) funds. Do not include extracurricular pay or employee benefits. Do not include seniority pay differentials that were set aside as administration costs. Include the amount to be paid from cafeteria plans. If salary negotiations are not complete when this application is filed, salaries may be estimated.

Enter staff in the following order:

- Teacher
- Administrator
- School Psychologist
- Other

Enter the Full Time Equivalent (FTE) of staff that will be assigned and funded by IDEA Part B- (CEIS). For example, a teacher funded half-time with local dollars and half-time with IDEA Part B- (CEIS) would be counted .50 FTE. A half time teacher who only works in IDEA Part B- (CEIS) would be .50 FTE.

Multiply the total salary by the percentage listed for each staff and record the IDEA Part B- (CEIS) salary in the column title “Amount of Salary Paid” with IDEA Part B- (CEIS)”. Include staff for IDEA Part B- (CEIS) summer activities, if applicable. If staff have not yet been hired, write TBA (to be announced) in the name column and amend the application when staff are hired. If funds for substitutes are budgeted, put the word “Subs” in the left-hand Name Column and put the total substitute budget figure in the far right-hand column.

If more lines are needed, click on the ***Additional Entries button or use the upload feature instead of data entry.***

Supervision of CEIS is allowable as an expenditure for up to an amount not to exceed 8% of the CEIS project minus the cost of program supervision. The cost of a superintendent or a principal, hired for the purpose of supervising general education, shall not be included in costs for CEIS programs.

Time and effort logs are required for IDEA Part B- (CEIS) staff. The time and effort logs must be maintained or salaries will be disallowed. Reimbursement will be made only for hours that are properly documented.

Non-Certificated – All district-owned non-certificated staff, including transportation personnel, clerical, bookkeepers, and paraprofessionals that are paid with IDEA Part B- (CEIS) funds must be included.

Enter the name of each non-certificated employee to be paid by IDEA Part B- (CEIS) Funds.

If more lines are needed, click on the ***Additional Entries button or use the upload feature instead of data entry.***

When all staff data has been entered, click the “Calculate Total” button, then save. Note: The system does not carry this information to the Budget Detail page. The applicant may need to refer back to this page for totals when completing the Budget Detail page. Totals of the salaries on all staff pages must match the total of salaries on the budget detail page.

Operational Equipment/Capital Outlay – IDEA Part B- (CEIS)

To bring this guidance in line with the Department’s Program Budgeting, Accounting, and Reporting System for Nebraska School Districts: User’s Manual, the grants management system instructions have been changed. Equipment is any instrument, machine, apparatus, or set of articles that meets ALL of the following:

- a) Under normal conditions of use can be expected to last longer than a year;
- b) Does not lose its identity through fabrication or incorporation into a different or more complex unit;
- c) Is non-expendable (more feasible to repair the item than to replace);
- d) Retains its appearance and character through use;
- e) Is of significant value **and may be**
- f) Small and attractive

Operational equipment items with a unit cost of \$5,000 or more must be capitalized. In the GMS, only equipment that has a unit cost of \$5,000 or more can be budgeted in Object Code 500 on the Budget Detail page). The Program Budgeting, Accounting, and Reporting System for Nebraska School Districts Users Manual (Nebraska Department of Education, revised annually) is being revised to reflect this guidance.

Operational equipment items with a unit cost of at least \$1,500 must be inventoried although it is prudent to inventory any equipment purchased with IDEA funds that meets the definition above. Recently auditors have added “small and attractive” to the definition of what equipment needs to be inventoried.

Acquisition cost of an item of purchased equipment means the net invoice unit price of the equipment including the cost of modifications, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as cost of installation, transportation, taxes, duty, or procedure in-transit insurance shall be included or excluded from the unit acquisition cost in accordance with the grantee's regular accounting practice.

For the purposes of disposing or transferring equipment, current fair market value is determined by obtaining two signed bids from potential purchasers or two appraisals from authorized appraisers for the purpose of disposing of or transferring equipment. When the equipment is being traded in for like or similar equipment used in the same program for the same purpose, the trade in value constitutes the current fair market value of the traded in equipment.

All equipment purchased with IDEA Part B- (CEIS) funds regardless of cost must be used to assist children in the identified sub-group(s). Each piece of equipment must be inventoried and visibly identified as purchased with IDEA Part B- (CEIS) funds.

Operational Equipment/Capital Outlay purchased to comply with the Americans with Disabilities Act (ADA) of 1990 as amended requires district to seek initial and final consultation from the Assistive Technology Partnership (ATP):

Lilly Blase, Program Coordinator
3901 North 27th St., Suite 5
Lincoln, NE 68521-4177
Toll Free: 888-806-6287
Phone: 402-471-6051
Fax: 402-471-6052
E-mail: lilly.blase@nebraska.gov

Requests for payment must include a final consultation letter generated by ATP and received by the district.

Lease purchases of equipment are authorized within this program. Lease purchases that span more than one grant period are permissible. Costs can be recovered from more than one period of grant funds. The following provisions should be understood related to such situations:

- ❖ Documentation should be retained by the district that substantiates the decision to enter into a lease purchase agreement rather than a direct purchase;
- ❖ Grant continuation cannot be guaranteed from year to year;
- ❖ Grant recipients must keep financial and programmatic records that document the disbursement of funds associated with the agreement; and
- ❖ Lease purchases must be budgeted as purchased services rather than equipment. *In the current State and Federal Grant Management Requirements and Guidance, (<http://www.education.ne.gov/gms2/index.html>) the Department established consistent guidance for defining and budgeting for equipment purchases for all state and federal grants.*

All IDEA Part B- (CEIS) Programs – IDEA Part B- (CEIS) requires a description and dollar amount for ALL PROPOSED PURCHASES identified as Capital Outlay (equipment) REGARDLESS OF ITEM COST. This includes the proposed purchase of computers that typically have a unit cost less than \$1,500. Site visitations and/or telephone interviews may be conducted following grant approval to verify that:

- **Reported Expenditures are for goods and services authorized and received.**
- **Expenditures are for goods and services accordance with budget and other regulations and requirements (Federal/State Regulations).**
- **Expenditures are for goods or services that have been recorded correctly as to account, budget category, period and amount.**

Budget Detail – IDEA Part B- (CEIS)

On the budget detail page, the applicant will identify the specific activities to be used to support each of the goals from the GOALS AND NEEDS pages. The Budget Summary page will aggregate the data into one budget.

Beneath each goal is a pull-down box (Activity Description). A list of the allowable activities specific to the program are as follows:

Instruction

CEIS Instruction is instruction for students in Kindergarten through Grade 12 (with an emphasis on students K-3) who have not been identified as needing special education or related services but who need additional academic and behavioral support to succeed in the general education environment. Contracted services may be included and costs should be budgeted under Object Code 300.

Program Supervision

Program supervision is the educational supervision and management of the CEIS project(s) within the school district not to exceed 8% of the CEIS project costs. Eligible staff must hold an Administrative or Supervisory certificate.

Budget Summary – IDEA Part B- (CEIS)

The Budget Summary page lists all of the information from the Budget Detail page. No data can be entered here. **Before leaving the Budget Summary page, check the following:**

- **Object Code 100 matches the amount calculated on all Staff-IDEA Part B- (CEIS) pages.**
- **Operational Equipment/Capital Outlay pages were completed if budgeting for equipment in the 400 and/or 500 object codes.**
- **Budget Detail amount must match the Budget Summary amount.**
- **Calculated amount on Staff pages must equal staff salary total on Budget Summary page Object Code 100 column.**